Instructions to Retrieve your Class Roster in Banner

☐ Login to Banner on faculty & staff or adjunct faculty pages (link located in logins section or at https://erpdnssb.cccs.edu/PRODLCC/twbkwbis.P_WWWLogin.

☐ If you have issues logging in please contact Jenna Davis at 719.336.1589, jenna.davis@lamarcc.edu or Amber Thompson at 719.336.1592, amber.thompson@lamarcc.edu

☐ Click on the "Faculty and Advisor Menu."

☐ Then on the "Faculty Menu."

☐ Press "Term Selection."

☐ Use the drop down arrow to choose the correct term.
  o Then press "Submit."

☐ Click "Faculty Menu" again.

☐ Then go to "Summary Class List."

☐ You can choose the class roster that you want to see by using the drop down arrow, selecting an option, and pressing "Submit."
  o At the bottom of the page you will see the icon to email the entire class. If you would like to email students individually press the icon to the right of their information.

☐ If you need to look at another class before ending your session, press the "Return to Menu" tab in the top right hand corner of the page.

☐ Then go to "Faculty menu."

☐ You will have to go through "Term Selection" again and then "Summary Class List."
  o If you just click on "Summary Class List," it will take you back to the class you were just viewing.